

## **TASK ORDER**

**TASK ORDER NO.:** 008  
**TASK ORDER TITLE:** PHILIS Vehicle Support, Edison, New Jersey  
**TASK ORDER MANAGER:** Lawrence Kaelin  
**PROJECT OFFICER:** Terry Smith  
**PERIOD OF PERFORMANCE:** Date of Award – November 1, 2011

### **STATEMENT OF WORK**

In accordance with Section 3.4., Task 4, PHILIS Vehicle Support, of the PHILIS Statement of Work (SOW), Task Order (TO) 08 requires the contractor to provide direct support for set-up, operation, maintenance, method development and usage of vehicles, trailers and associated equipment associated with the PHILIS units. This TO does not constitute an assignment of additional work outside the general scope of the Contract; does not constitute a change as identified in FAR clause 52.243-2 entitled "Changes" nor cause an increase or decrease in performance or change any expressed terms and conditions or specifications of the Contract. Task Order 04 is in specific reference to the Edison, NJ facility only.

#### **Tasks to be Performed**

Specific to this TO, the Contractor shall provide trained personnel to perform the following:

- a) Set-up, maintain service and drive PHILIS vehicles. The PHILIS vehicles include the Sample Preparation Area (SPA) trailer, the Analytical Portable Laboratory trailer #1 (APL-1), the Analytical Portable Laboratory trailer #2 (APL-2) and the Sample Storage Area trailer (SSA). Support shall include but is not limited to maintenance of vehicles, trailers, generators, system utilities for all equipment and the uninterrupted power supplies (UPS) system. Transportation of the SPA and PHILIS Analytical Laboratory (PAL) vehicles, which are 53' tractor trailers require the use of tractors that the contractor shall supply. Drivers shall possess a commercial driver's license (CDL) for vehicles requiring these licenses.

#### **Sub-Task 1**

- a) The contractor shall mobilize and demobilize the PHILIS vehicle and associated equipment, i.e. external generators, when and if the PHILIS systems are deployed to a site. Each system is described below:
  - i. Water system: provides a supply of clean (but not necessarily potable) water to all areas of the PHILIS operations. Water storage is capable of being replenished by a bulk transfer either from an outside supply or via a garden hose style connection. The water system provides for collection and storage of gray water.

- ii. Electrical system: provides an on-board power generation system and electrical power distribution network, and UPS system within PHILIS that supports the operation of analytical instruments, lighting and other functions that require electrical power. The PHILIS is capable of accepting external site power in lieu of on-board generated power via a shore power connection at the PHILIS warehouse location. These connections may need periodic maintenance and servicing.
- iii. Generator systems: each PHILIS vehicle has an internal generator for supplying power to the SPA, PAL and Sample Login Area (SLA). These need to be maintained, repaired and serviced as required to ensure that the PHILIS system is ready to be mobilized during exercises, planned site mobilizations or national emergencies.
- iv. Gas distribution system: provides the central distribution/supply for any gases needed for PHILIS operations.
- v. HVAC system: provides the conditioning, recirculation and exhausting of the air that is brought into the PHILIS vehicles. The HVAC system is capable of maintaining a comfortable and safe working environment within the vehicles.
- vi. Communications systems: provide for voice and data communication within and among the PHILIS vehicles and with outside entities. The PHILIS provides hardwired and wireless network interfaces, peripheral equipment and voice communication capability to support external stations. Included in the communication systems is the interface with the laboratory information system or LIMS. The LIMS wireless and ether-net connections may need periodic testing, maintenance and repairs, as well as software upgrades to ensure that all PHILIS vehicles can communicate with one another, while mobilized on-site or operating in the stationary mode in the warehouse.

## **SubTask 2**

- a) The contractor shall maintain detailed logs of all maintenance and repair work for each of the PHILIS vehicles and associated equipment, i.e., external generators, shore power lines.
- b) A preventative maintenance and operations schedule shall be developed and adhered to.
- c) Any additional guidelines, documents or standard operating procedures (SOPs) specific to this sub-task that are not covered by any existing tasks under the PHILIS Support contract SOW, shall be generated as needed.

## **Deliverables**

The contractor shall provide documentation demonstrating their proficiency in the operation and maintenance of the vehicles and associated pieces of equipment present in the PHILIS units including but not limited to: SPA, PAL, SLA and external generators. A monthly Status Technical Report documenting the operating status of

the vehicles (e.g. truck currently in repair, etc.), all necessary repairs that have been made to vehicles, equipment, and analytical instruments, and status of all analytical instruments (e.g. all instruments currently running, etc.) shall be provided to the task order monitor.

- a) The contractor shall track and document all repairs and maintenance made on each of the PHILIS vehicles, generators and associated pieces of equipment and instruments. This will be done in the form of specific log books for each major piece of equipment and vehicle. Logbooks shall be updated on a continual basis to reflect repairs and maintenance as they take place. Log books shall not be delivered to EPA, but shall be kept in the vehicle or in a location near the PHILIS operation, and shall be made available to EPA personnel upon request.
  - i. After consultation with the project office or task order monitor, appropriate maintenance schedules shall be formulated for each PHILIS equipment, vehicle and generator.
  - ii. Any additional SOPs that need to be generated on the operation and maintenance of the PHILIS vehicles which are not covered under existing tasks under the PHILIS Support contract SOW shall be generated on an as needed basis and after consultation with the PO or TOM.

The contractor shall submit deliverables in electronic and hard copy formats. Draft and final deliverables shall be in Microsoft Word, Microsoft Excel, Microsoft Project, and/or Adobe PDF Format. Monthly Status and Technical Reports shall be provided in Microsoft Project and/or Adobe PDF format. Analytical reports will be generated via Promium LIMS software in appropriate EPA format for uploading the EPA Scribe database. A SEDD2a data deliverable format is highly desirable but may not be realistically achievable in the initial stages of the PHILIS units setup and deployment.

### **1.0 Points of Contact**

#### **Task Order Monitor:**

Lawrence Kaelin  
Environmental Protection Agency  
National Decontamination Team  
4900 Olympic Blvd.  
Erlanger, KY 41018  
513-487-2432 (office)  
513-675-4751 (cell)

#### **Project Officer:**

Terry Smith  
Environmental Protection Agency  
Office of Emergency Management  
(OEM)  
1200 Pennsylvania Ave. N.W.  
Washington D.C. 20460  
202-564-2908 (office)  
202-503-8981 (cell)